

## OFFICIAL USE ONLY

8 May 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM : Chief, FBIS

SUBJECT : Letter of Instruction - Part I

EDITORIAL BRANCH COMMENT1. General

## a. Supplements to the Daily Report:

1. 2 April -- Summary of Draft Program of Yugoslav League of Communists
2. 8 April -- World Radio and Press Reaction to Soviet Statement on Unilateral Suspension of Nuclear Weapons Tests
3. 10 April -- World Radio and Press Reaction to the Indonesian Crisis, No. 3
4. 21 April -- Speech by President Tito to Federal People's Assembly, April 19, 1958

b. Bureaus are again reminded of the need for prompt FYI's to headquarters concerning capabilities and plans for processing and filing important speeches and other critical material. Headquarters should also be kept informed of coordination effected in the field. A case in point was the Tito speech at the Yugoslav League of Communists meeting in Ljubljana. The London, Mediterranean, and Austrian bureaus apparently coordinated very well among themselves, but did not inform headquarters of their planned course of action. As a result, the Daily Report could make no definite plans for publication of the material and the Wire Service could not advise its consumers concerning what would be available and when.

c. Some recent FYI's concerning lengthy speeches or articles have lacked much of the information required by headquarters. As noted in the Editorial Handbook, such messages should indicate the length or duration of the item and how fully the bureau plans to process it, and give an estimated time for the completion of filing. Similar information, as appropriate, should be included in cues.

c. In virtually every case the speeches of chiefs of state or other outstanding leaders merit full processing even when they contain little that is new or startling. Experience has demonstrated that the most commonplace pronouncements frequently elicit queries concerning the inclusion or absence of specific references. It is important for the report editor to be able to answer these questions unequivocally by a scrutiny of the text. When personnel considerations, the press of more urgent materials, extremely inferior reception, together with the in-

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consequential nature of the pronouncement, argue against complete processing of a leader's speech, an FYI explaining the circumstances fully or summarizing the speech to the degree permitted by reception should be filed promptly.

e. The following rule will help avoid many awkward phrases: When used as the possessive form of a relative pronoun, "whose" may refer to things as well as to persons or animals. Example: "a country whose rainfall is abundant" is better usage than "a country the rainfall of which is abundant".

f. Several bureaus have been filing briefs with one-word headings. The standard heading for briefs consists of two words, with three permissible if required for clarity or emphasis.

g. The Technical Information Unit has revised its listings of diplomatic posts for all countries, and new cards have been sent to all recipients. Since much of the information for these changes is initially available from material monitored by field bureaus, there is a constant need for all such changes, as well as those concerning cabinet posts, in the biweekly reports filed to TIU. In recent months several bureaus have been neglectful of this standing requirement.

## 2. London and Mediterranean Bureaus

a. In view of the limited coverage of the Tunis home service in Arabic, it is requested that the London Bureau provide maximum coverage of Tunis in French and Tangier's "Radio Africa".

b. The Mediterranean Bureau is to be commended for its prompt processing of Syrian Evacuation Day speeches and related events which permitted publication of these items in the Daily Report the same day they occurred.

c. Mediterranean Bureau teletypists sometimes neglect to punch the figure key after spacing in tabulations. Although the machines are normally set up to stay in figures until the letter key has been punched, the subsequent sets of numerals have been arriving as letters in headquarters.

## 3. German Bureau

The number of briefs from voicecasts has dropped considerably. Special attention should be paid to gleaning items from these sources in addition to press scrutiny.

## 4. West Coast and Okinawa Bureaus

a. In filing NCNA items which have been transmitted by the agency to its special consumers in such places as Prague and New Delhi, the normal NCNA logograph should be retained and followed by a subslug on the next line, reading (SPECIAL TRANSMISSION TO/name of city/ONLY).

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b. A check of the West Coast Bureau's file indicated that in virtually all instances European-dated items transmitted by REUTERS and AFP Far East branch offices duplicate material already provided by the East Coast Bureau. When special occasions suggest that this material might be of interest when carried by Singapore REUTERS, Manila AFP, or other sources, cues should be sent first to headquarters.

c. Editors should be constantly aware of Wire Service and Daily Report need for FYI's on the status and behavior of key radios in a rapidly changing situation, such as when opposing armed forces make conflicting claims of victory. On March 17 the wire services reported that Padang had fallen to Jakarta Government forces, but not until midday on March 18 was a message sent by Okinawa concerning Radio Padang, and that message was devoted exclusively to the frequency announcement. A more timely report, also noting reception conditions and the nature of the broadcast, would have been very useful to headquarters.

d. On several recent occasions the Okinawa Bureau omitted "Relay WA BBC" on copy intended for that consumer. Under the new communications procedure, this omission required needless rerun processes at headquarters.

FIELD SUPPORT OF THE RADIO PROPAGANDA BRANCH:

Support from field bureaus was reflected in reports on prospective changes in the Soviet collective-farm system following the reorganization of machine-tractor stations, and on the content of the new Moscow broadcasts to Africa.



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*AK*  
8 May 1958  
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MEMORANDUM FOR: Chiefs, FBIS Field Bureaus  
FROM : Chief, FBIS  
SUBJECT : Letter of Instruction - Part II

GENERAL

1. The annual meeting of the FBIS-BBC Monitoring Service Coordination Committee was held on 29 April in Washington with the Assistant Director for Operations in the chair. The visiting delegation from the BBC included Mr. J.B. Clark, C.B.E., Director of External Broadcasting and Mr. John T. Campbell, Head of the Monitoring Service. The meeting reviewed the principal accomplishments, problems and programs of the two services as they pertain to world-wide radio coverage under the reciprocal agreement. On 1 May, Mr. Campbell left on a tour which will include visits to all FBIS field stations.

2. An Indonesian monitor has been sent from Okinawa to Saigon to cover Indonesian dissident stations no longer monitorable in Okinawa. Should the situation warrant, this may be followed by negotiations in Singapore for the stationing of an FBIS unit with Radio Malaya.

3. Activation of Phase IV of the allocated communications plan (Okinawa-Tokyo) is awaiting the satisfactory accomplishment of Phase III, which has been marred by excessive garbling and outages, due apparently to language barriers in Tokyo and faulty equipment. Remedial action is expected to produce a successful operation in the near future.

4. Radio Propaganda Reports published in April:

- a. "Official Appraisal of Stalin in Soviet Encyclopedia"
- b. "Soviet Slogans for May Day 1958"
- c. "Indications of Further Changes in Soviet Collective-Farm System"
- d. "New Moscow Broadcasts to Africa"

5. Editorial Branch Comment of Field Roundups:

a. A word of caution appears to be in order concerning the standard requirement that roundups of world radio and press reaction include valid generalizations summing up the predominant themes in comment. Such generalizations should be made only when the bureau's file is sufficiently representative to

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guarantee the validity of the summary statement. On other occasions, as for example when the bureau covers only a fraction of the available sources of comment, generalizations should be avoided in favor of representative quotations. This is especially true when all of the bureau's coverage derives from a suspect or biased source, as for example when Indian, Burmese and Thai reaction is available only from NCNA.

ADMINISTRATIVE

1. Employees are advised that in making application for Emergency Travel Insurance, the following certificate must be added to the application:

"I hereby warrant that the named person or persons shown above have not been diagnosed as having cancer at any time prior to this application nor have had a heart attack or a very serious illness during the four months preceding the date of this application. I agree that there shall be no coverage for such persons under the policy."

(Signature of Applicant)

2. Reference  Bureau Chiefs are reminded that requests for change in residence must be forwarded through them and contain a documented justification for the change.

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3. In completing the Monthly Foreign Personnel Report, Bureaus should list foreign national Table of Organization by position and occupant and show existing vacancies.

4. Effective 1 March 1958, rates for GEHA TRAVEL-MATIC insurance have been reduced as follows:

<u>Principal Sum</u>	<u>Annual Premium</u>	
	<u>OLD</u>	<u>NEW</u>
\$ 25,000.00	\$ 18.00	\$ 16.00
30,000.00	21.25	19.00
35,000.00	24.50	22.00
40,000.00	27.75	25.00
45,000.00	31.00	28.00
50,000.00	34.25	31.00
55,000.00	37.50	34.00
60,000.00	40.75	37.00
65,000.00	44.00	40.00
70,000.00	47.25	43.00
75,000.00	50.50	46.00
80,000.00	53.75	49.00
85,000.00	57.00	52.00
90,000.00	60.25	55.00
95,000.00	63.50	58.00
100,000.00	66.75	61.00

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The new rates should be used when applying for the first time or when renewing an existing contract. In the event an individual wishes to increase the amount of his insurance, a memorandum requesting the increase should be forwarded with the renewal premium.

5 Messages and memoranda requesting PCS or Home Leave orders should be specific, include all dependents, and provide complete information regarding all shipments and/or storage. If there are no dependents, no shipment of automobile, etc., the request should so state.

6. Bureau requests for travel orders should be addressed to the Chief, Administrative Staff. Travel plans affecting policy should be addressed to the Chief, FBIS.

7. Bureaus are requested to exercise care in the preparation of Monthly Financial Reports. Reports should include all obligation additions from the previous report, especially O2 and O3 obligations covering travel orders which have been issued during the month.

8. Bureaus are cautioned against shipment of automobiles too far in advance of the employee's return to the States, because of high port storage charges which are not reimbursable.

9. The following FBIS regulatory issuances were released during the month of April:



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PERSONNEL CHANGES

1. Personnel Entering on Duty

Assignment



Editor, Ed. Br.  
Teletype Opr.  
Ed. Br.  
Teletype Opr.  
Ed. Br.  
Teletype Opr.  
Ed. Br.  
Teletype Opr.  
Ed. Br.

50X1

2. Transfers

From

To



Monitor,  
ECB

DDP/FE

50X1

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Transfers



From

To

Teletype Opr.  
Ed. Br.

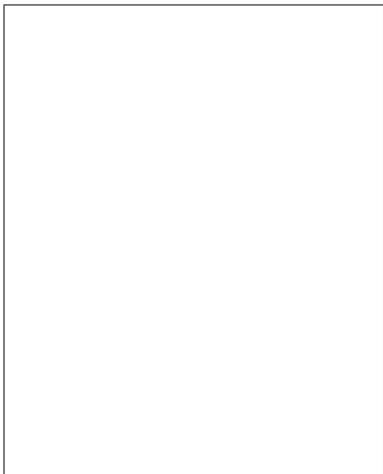
DDP/IO

50X1

Chauffeur, ECB

Logistics

3. Separations



From

Librarian, Ed. Br.

50X1

Radio Operator, ECB

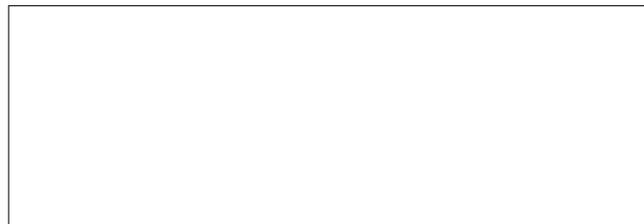
Analyst, RPB (military furlough)

Teletype Opr. Ed. Br.

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Teletype Opr. ECB



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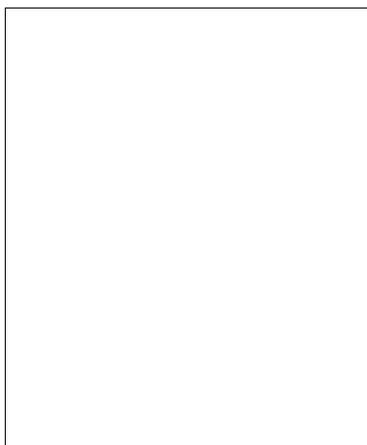
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- Teletype Opr.  
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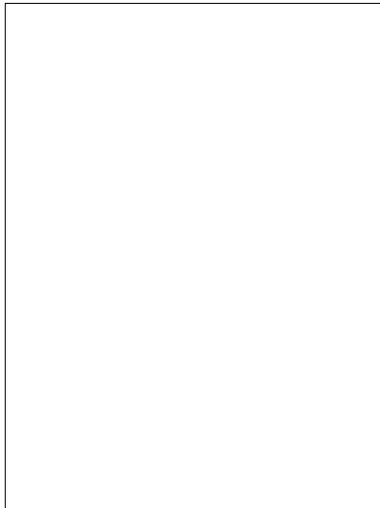
DDP/IO

50X1

Chauffeur, ECB

Logistics

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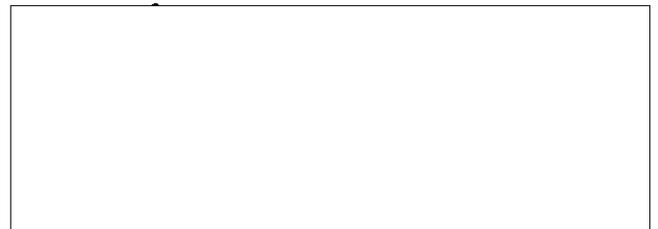
Analyst, RPB (military furlough)

Teletype Opr. Ed. Br.

Teletype Opr. Ed. Br.

Teletype Opr. Ed. Br.

Teletype Opr. ECB



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